

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request time off from work to pursue my schooling.

I plan to enroll in [mention the course/program] at [institution's name] starting on [start date] and anticipate needing [duration of leave] from work. This opportunity is significant for my personal and professional development, and I believe the skills gained will greatly benefit my role at [Company's Name].

I will ensure that all my responsibilities are managed before my departure, and I am more than willing to assist in arranging coverage for my duties during my absence.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Name]
[Your Job Title]